

The City of Germantown has the following Part-time position available:

**EVENT REPRESENTATIVE (PART-TIME)
THE GREAT HALL**

Provides on-site supervision of events taking place in The Great Hall to ensure that contractual agreements are met. Responsible for:

- Opening and securing facility before and after events.
- Directing and coordinating activities with food service and other vendors and overseeing all details during event.
- Ensuring that the set-up of chairs, tables, stages, or other equipment is in accordance with lease requirements, and assisting with set-ups and break-downs of events as needed.
- Explaining policies and procedures for use of the facility.
- Responding to emergency situations by determining and implementing appropriate procedures.
- Inspecting facility before, during and after function for cleanliness and safety, touch up areas as needed.
- Producing event reports noting any significant problems.

Should be knowledgeable of event operations. Must be dependable and responsible to handle securing of facility. Requires excellent customer service and communication skills. Requires ability to deal patiently with problems and complaints and to remain courteous when faced with difficult or angry people, and to resolve conflicts in a professional, tactful manner.

Qualifications: High School graduate and experience in facility management.

Special Requirements: CPR/AED Certified or ability to obtain.

Schedule: Evening and weekend hours as event schedule demands.

Hourly Rate: \$13.00

Those interested should submit a City of Germantown part-time employment application to the Human Resource Office, 1930 S. Germantown Rd. Germantown, TN 38138.